

ANNOUNCEMENT NO: WA-GS-1-106470

OPEN: 02/12/01

CLOSE: 03/12/01

POSITION: Personnel Management Specialist, GS-201-13

PROMOTION POTENTIAL: GS-13

LOCATION: Office of Information and Resources Management, Division of Human Resource Management, Executive Personnel and Development Branch, National Science Foundation, Arlington, VA

AREA OF CONSIDERATION: Government-Wide, Status Candidates only (Please Note: Consideration is restricted to candidates who are current or former Federal employees with competitive civil service status, OR, candidates who are eligible for appointment under special non-competitive appointing authorities.)

DUTIES AND RESPONSIBILITIES:

This incumbent serves as a Senior Personnel Management Specialist for the executive personnel function in the Executive Personnel and Development Branch (EPDB) in the Division of Human Resource Management (HRM). As such, the incumbent is responsible for implementing, administering, drafting, and advising on agency policies, procedures and programs regarding executive personnel activities. National Science Foundation (NSF) typically has 125 to 130 senior-level employees serving in Senior Executive Service (SES), Executive Level, Excepted, and Intergovernmental Personnel Act (IPA) positions. This position reports to the Branch Chief and shares in all aspects of the programmatic responsibilities of the executive personnel (EP) function. The incumbent coordinates executive recruitment processes including: identifying issues, preparing alternative and recommended courses of action, briefing top management on recruitment options and developing recruitment and advertisement materials. The incumbent prepares a variety of reports and written documents such as selection packages for approval of top management on recruitment options and developing recruitment and advertisement materials. The incumbent prepares a variety of reports and written documents such as selection packages for approval of top management.

HOW TO APPLY: You may receive a complete copy of the vacancy announcement, including information on qualifications and how to apply for this position as follows: World Wide Web at: USAJOBS at <http://www.usajobs.opm.gov/wfjic/jobs/vw0305.htm>  
USAJOBS Electric Bulletin Board at (202) 606-2700.

Address for Submitting Application Materials: Application packages may be mailed to:  
U.S. Office of Personnel Management  
Attn: Vacancy Identification Number: WA-GS-1-106470  
Washington Service Center  
1900 E Street, N.W.  
Room 2469  
Washington, D.C. 20415

Copies of the vacancy announcement are also available at the National Science Foundation, in the Division of Human Resource Management, Room 315.

If you have questions, you may contact Fred Person on (703) 292-4369. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**